



Delaware Energy Efficiency Investment Fund Frequently Asked Questions

Division of Climate, Coastal, & Energy
100 W. Water Street, Suite 10B, Dover, DE 19904

For questions or more information, contact:
Phone: (802) 482-5645 Email: EEIF.Grants@nv5.com Website: dnrec.gov/eeif

What is EEIF?	1
Who can participate in the EEIF program?	2
What projects can receive EEIF grants?	2
Are there projects that cannot receive EEIF grants?	2
What is required for a project if it is a new construction building?	2
Do I need to hire a contractor to install my lighting fixtures?	2
How can I determine what type of lighting fixture is being replaced?	3
How do I apply for an EEIF grant?	3
Is there a deadline for submitting applications?	3
How are grants selected?	3
How do I receive the final grant payment?	3
Does my project have to be pre-approved?	3
What documentation is required for pre-approval?	3
What documentation is required for final approval?	4
How long will EEIF funds be reserved for my project?	4
When can I expect to receive my rebate payment?	4
Are there other DNREC programs that I might qualify for?	4

If you have questions on program eligibility, the application process or need help completing the application, please email EEIF.Grants@nv5.com or call 802-482-5645. Please refer to the [program guidelines](#) for more details for the specific pathway requirements and full list of eligible measures.

What is EEIF?

The Department of Natural Resources and Environmental Control (DNREC) provides grants through the Energy Efficiency Investment Fund (EEIF) to help commercial and industrial customers replace aging, inefficient equipment, and systems with energy-efficient alternatives.

The Energy Efficiency Investment Fund intends to increase energy efficiency through retirement and replacement of inefficient equipment. The customer and contractor will retire and dispose of any product replaced due to an Energy Efficiency Investment Fund grant.

We offer four types of grant pathways for businesses like yours to start or continue your energy efficiency journey, including Energy Assessments, Prescriptive Improvements, Custom Improvements, and Combined Heat & Power.

Who can participate in the EEIF program?

The EEIF Program is available to all non-residential, commercial, and industrial buildings in the State of Delaware. EEIF grants are available for both new construction and retrofits of existing buildings through all pathways. EEIF is funded by the Delaware public utility tax (PUT) paid by non-residential consumers on their electric and/or natural gas utility bills. For customers who do not pay the PUT, some funding may be available on a first come, first-served basis from other sources such as the Regional Greenhouse Gas Initiative (RGGI).

What projects can receive EEIF grants?

There are four (4) grant pathways available to Delaware non-residential entities with existing buildings:

- **Prescriptive** pathway grants are for common energy-efficient improvements such as lighting controls, high-efficiency heating equipment, heating controls, hot water heating, appliances, and food service measures.
- **Custom** pathway grants apply to more complex or one-of-a-kind measures that go beyond the equipment funded by Prescriptive Improvement Grants. These grants are designed for non-standard energy efficiency upgrades such as steam systems, building envelope, and chiller and boiler improvements.
- **Energy assessment** pathway grants are designed to support both single purpose (targeted) energy audits and comprehensive energy audits that help facilities in need of technical assistance to evaluate their facility for cost-efficient measures.
- **Combined Heat and Power (CHP)** pathway grants are ideal for large facilities with high annual hours of operation and high thermal load. The five CHP systems include microturbines, reciprocating engines, gas turbines, steam turbines, and fuel cells.

Are there projects that cannot receive EEIF grants?

The following are not eligible for the custom pathway grant:

- Projects for residential customers
- Routine maintenance procedures
- Renewable energy generation (e.g., wind, geothermal, solar, etc.)
- Projects with less than a 6-month simple payback
- Projects that bring the building up to minimum code requirements
- Industrial technologies not approved by nationally recognized laboratories
- Power conditioning/power factor equipment
- Equipment studies
- Other restrictions as deemed appropriate by DNREC

What is required for a project if it is a new construction building?

If a project is new construction, an applicant must provide construction drawings and/or documents. New construction project funds will be reserved for a time determined by DNREC commensurate with supplied construction timeline. New construction project's energy savings will be determined as the difference between the proposed/installed ECM/system and the current locally adopted energy code baseline parameters.

Do I need to hire a contractor to install my lighting fixtures?

No, provided the installation is performed by an appropriately licensed or qualified in-house installation professional.

How can I determine what type of lighting fixture is being replaced?

There are several ways to find out the type of lighting fixture is being replaced.

- If you hired or received a quote from a contractor:
 - The type of fixture may be listed on your quote/invoice
 - You can reach out to your contractor to confirm the fixture type
- If you are self-installing the fixture:
 - You can check to see if the fixture type is written or etched on the fixture itself

How do I apply for an EEIF grant?

Submit a completed EEIF Grant Application through the [EEIF Application Portal](#) for the applicable EEIF Pathway (“pathway”) with required supplementary documentation outlined in each pathway’s Application Requirements Section. Prior to applying, please review the program guidelines for your particular project’s documentation requirements.

Is there a deadline for submitting applications?

Applications are accepted on a year-round, rolling basis. All grant awards are subject to funding availability.

How are grants selected?

All grants are provided on a first-come, first-served basis for qualified applicants and projects. With the exception of energy assessments, EEIF grant funding will not cover more than 30% of any proposed project’s total costs. Estimated grant awards can be calculated using the [EEIF Application Portal](#).

How do I receive the final grant payment?

Applicants are required to register as a supplier with the State of Delaware and fill out the DNREC eSupplier Information Sheet prior to final approval document submittal. The eSupplier Information Sheet, provided during pre-approval, should accurately match the information as it was entered in the eSupplier Portal. Supplier ID number, name of the payment recipient, and mailing address provided on the eSupplier Information Sheet will be confirmed against original project application prior to final payment review. Please note: If your business has previously registered and has an existing supplier ID, you will not be able to register again under the same tax ID. The business contact on file is required to retrieve an existing supplier ID number. For eSupplier portal issues, contact FSF_Supplier_Maintenance@delaware.gov or (302) 672-5000.

Does my project have to be pre-approved?

It depends on the type of project. Pre-approval for prescriptive projects and energy assessments are optional. You may also apply for EEIF grant funds within 30 days of the final invoice date or site audit without pre-approval. EEIF does still encourage pre-approval to proactively validate project eligibility and to reserve potential grant funds. Pre-approval is required for all custom and CHP applications.

What documentation is required for pre-approval?

Each type of EEIF grant pathway has specific required documents listed on the application. In general, all projects require:

- Manufacturer's Specification (cut) sheets
- Itemized quotes and estimates for all equipment
- Scope of work
- Electric and/or natural gas utility bills
- Completed EEIF energy savings calculator and/or energy savings calculations

What documentation is required for final approval?

Each type of EEIF grant pathway has specific required documents listed on the application. In general, all projects require:

- Updates of any changes in scope or equipment after pre-approval was issued
- Cut sheets with specific model numbers included for all equipment (if changed after pre-approval)
- Itemized invoices for all equipment and labor
- Proof of final payment
- Completed eSupplier Information Sheet
- Installer's Commercial General Liability Insurance certificate
- Installer's business and appropriate professional licenses for the State of Delaware
- Electric and/or natural gas utility bills
- Completed EEIF energy savings calculator and/or energy savings calculations (if changed after pre-approval)

How long will EEIF funds be reserved for my project?

Funds are reserved on a first-come, first-served basis with timeframes depending on the grant pathway. If there are scope changes that affect your project's completion, we recommend notifying us as you learn of the changes. Your funds will be held starting from the date listed on your pre-approval letter. Failure to submit supporting documents needed by the end of your initial reservation date may result in your funds being forfeited.

- Prescriptive and Energy Assessment grant funds are held for 120 days
- Custom grant funds are held for 12 months
- CHP grant funds are held for 18 months

If your project is running behind, you may request a one-time 60-day extension prior to your expiration date for most project by contacting us at EEIF.Grants@nv5.com. DNREC will determine if a reservation extension should be granted.

When can I expect to receive my rebate payment?

Once your project is complete and final submitted documents are approved, you will receive a final approval letter by email. You can expect to receive the payment within 10-12 weeks of receiving the letter. The payment may be either a paper check or a direct deposit electronic transaction.

Are there other DNREC programs that I might qualify for?

DNREC offers several other energy efficiency and climate programs:

- **The Cool Switch Program** incentivizes business to switch to refrigerant systems with lower Global Warming Potential (GWP) impacts. Cool Switch Program participants can

apply for and receive EEIF grants based on the energy savings associated with Cool Switch projects.

- The State Energy Program **Revolving Loan Fund** can be used to supplement an EEIF grant project or as a stand-alone loan for installation of energy efficiency measures.
- **Green Energy Program** grants are available for qualifying renewable energy systems installed by applicants whose electricity provider collects funds for the program and offers a grant program for renewable energy projects.
- The **Weatherization Assistance Program** helps income-qualified homeowners and renters cut their energy bills by weatherproofing and improving the energy efficiency of their homes.

For additional information about these programs, please visit

<https://dnrec.alpha.delaware.gov/climate-coastal-energy/efficient-renewable/>.

The Delaware Sustainable Energy Utility, a unique nonprofit organization, also offers several programs to help residents and businesses save money through clean energy and efficiency. Information about these programs is available at <https://www.energizedelaware.org>.